

# SECURE ARTS SETUP through the SAW Portal Authorized Users (Production)

The Apprenticeship Referral and Tracking System (ARTS) is protected behind the State of Washington's secure internet gateway - Secure Access Washington (SAW). ARTS is one of the many services available once you are signed up in SAW. If you already have a SAW account, for example that you may use to access services from another state agency, you can use that account. If you will be using SAW for the first time, follow these steps.

First action is to submit a “**Access Authorization for External Access to Apprenticeship Registration and Tracking System (ARTS)**” request form to the apprenticeship Section. The form can be obtained online or your L&I Apprenticeship Consultant can send it to you.

<http://www.lni.wa.gov/Forms/wordforms/F100-535-000.doc>

The form must be completely filled out and signed both the Authorized User and an Authorized Signer for the Program(s) concerned.

The form will then be sent to your L&I AC who will then send forward it for processing.

Once the form is processed and you are entered in the ARTS System, you will receive an email like the following. This has the Link to Secure Access Washington (SAW) and the codes you will need AFTER you get a SAW Account.

## (Example)

From: <[Apprentice@lni.wa.gov](mailto:Apprentice@lni.wa.gov)>  
Date: Sun, Jul 10, 2016 at 12:45 PM  
To: [test1234@gmail.com](mailto:test1234@gmail.com)

Thank you for requesting access to the Department of Labor & Industries' (L&I) Apprenticeship Registration and Tracking System (ARTS).  
You have been approved for access to ARTS.  
You will need to do the following to set up your ARTS account and begin using online reporting.

1. Register with Secure Access Washington (SAW). (<http://secureaccess.wa.gov/>)
  - o SAW is a single sign-on application gateway created by the Washington State Department of Information Services to simplify access to the growing list of government services accessible via the Internet.
  - o If you already have a login with SAW for any other reason, with Washington State, you can use that login.
  - o Otherwise, setup a SAW login using the instructions (we are sending/or by following the link below--depending how we provide the info)
2. Logon to ARTS Application using the secret code and registration code provided in this email.
  - o After you have logged into SAW and looked up the L&I services, you will use this secret code and registration code to set up your ARTS account.

Your ARTS  
Registration Code: 000  
Secret Code: REP567fc0739er045

If you have any questions, please contact the Apprenticeship Section at 360-902-5324, e-mail [apprentice@lni.wa.gov](mailto:apprentice@lni.wa.gov).

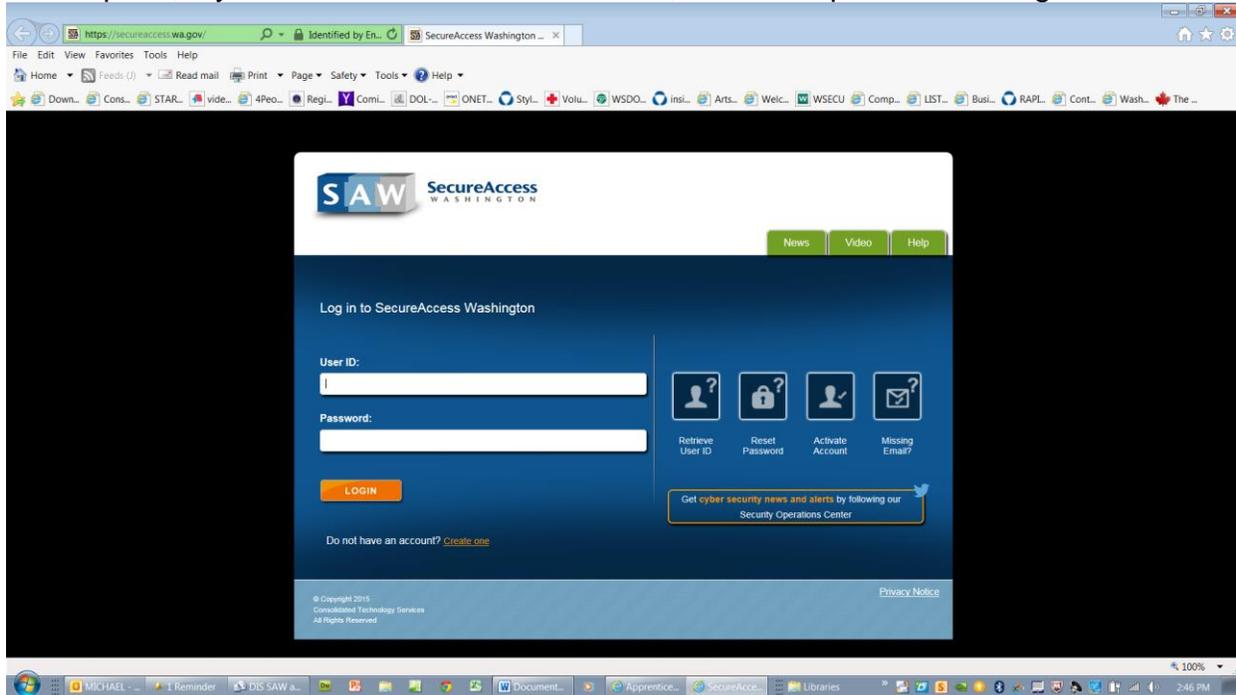
PLEASE NOTE: You will need to LOGIN to the SAW system at least once every 90 days to keep your account active. This also goes for the ARTS application. If your ARTS account becomes inactive for any reason, you will need to contact the Apprenticeship Section for a new Secret Code and Registration Code.  
[Click here for ARTS--Online help documents.](#)

This is the screen where you will request your initial SAW ACCOUNT. Follow the process for getting an account.

Initial SAW screen (Production):

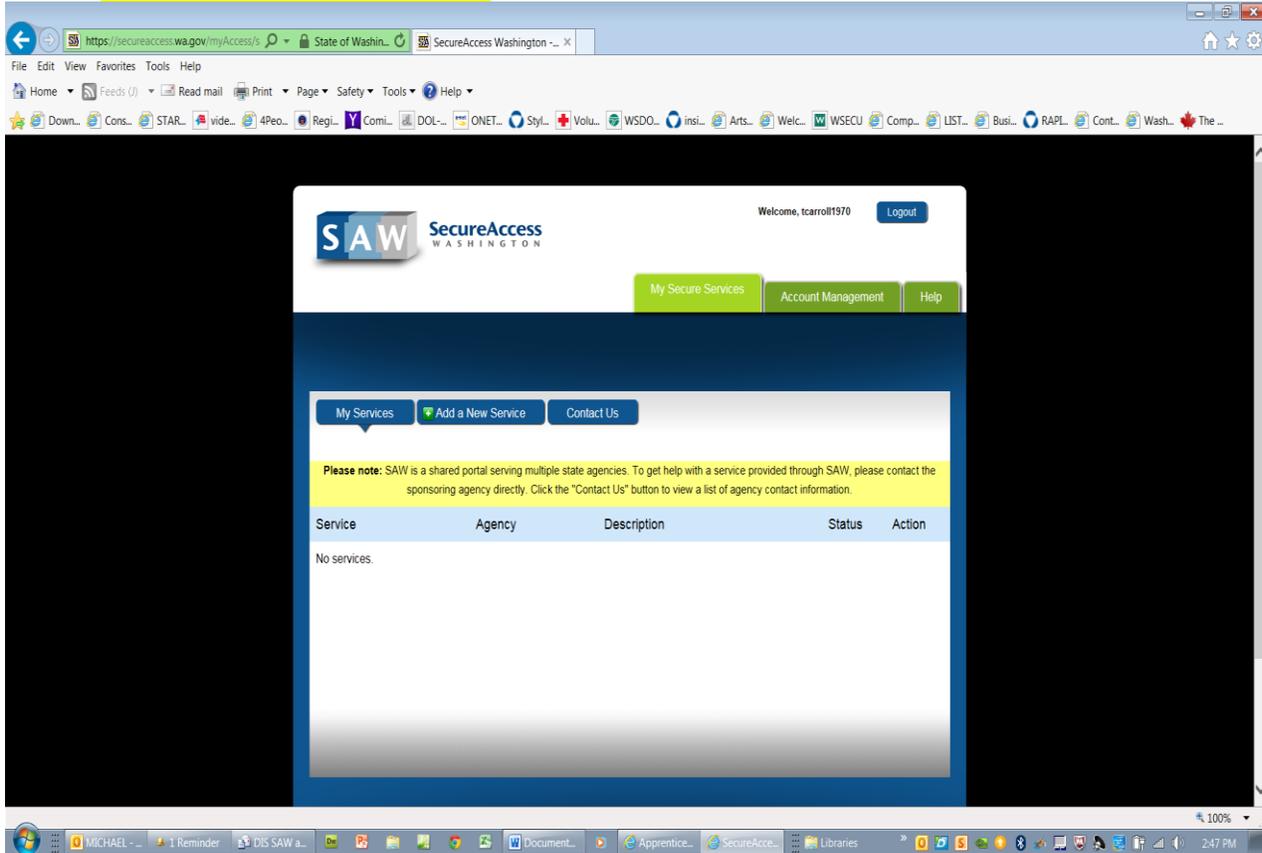
SecureAccess Washington Login at <https://secureaccess.wa.gov>

At this point, if you do not have a SAW account, follow the procedures to get one.

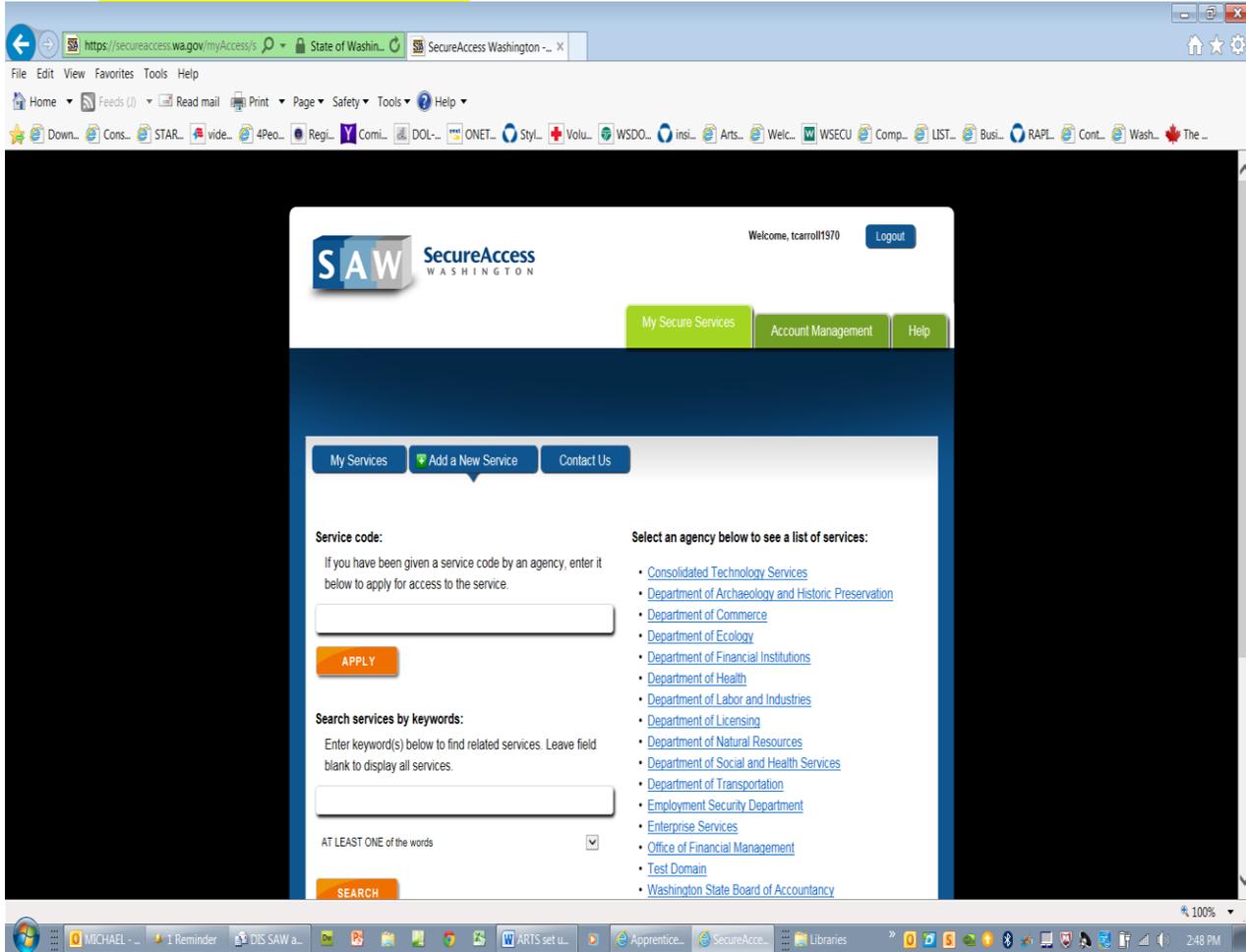


Please note that LNI has no control over SAW. This is controlled by Department of Electronic Services (DES). If you have problems logging with SAW, they have their own contact information on the screen.

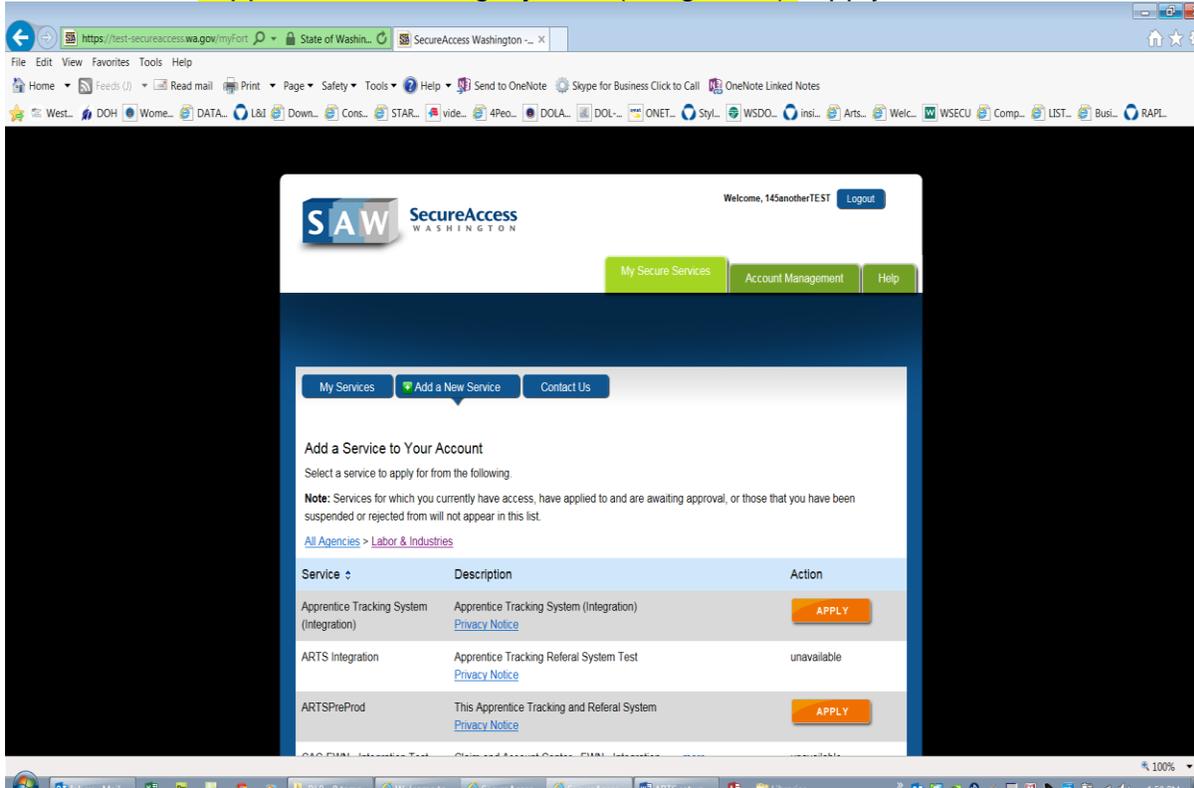
After creating your SAW account and logging on thru SAW:  
Select "Add a New Service"



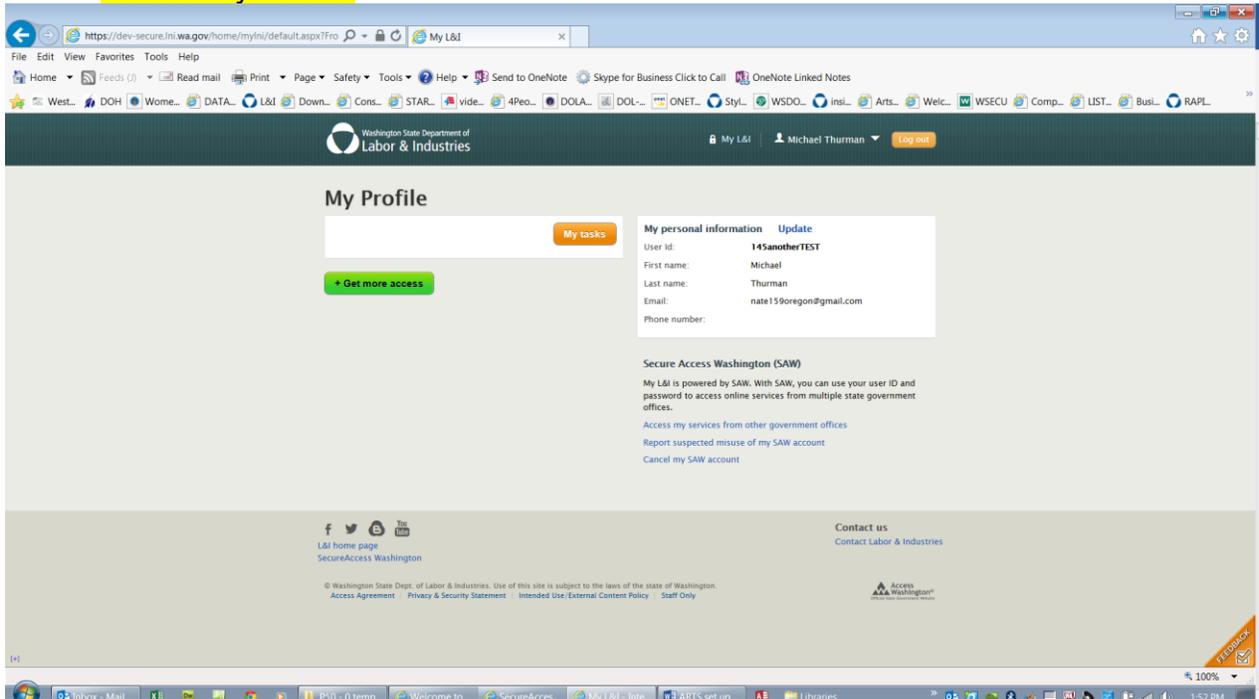
After selecting "ADD A NEW SERVICE"  
Select "Labor & Industries"



After selecting "Labor & Industries"  
 Select "Apprentice Tracking System (Integration)" Apply button

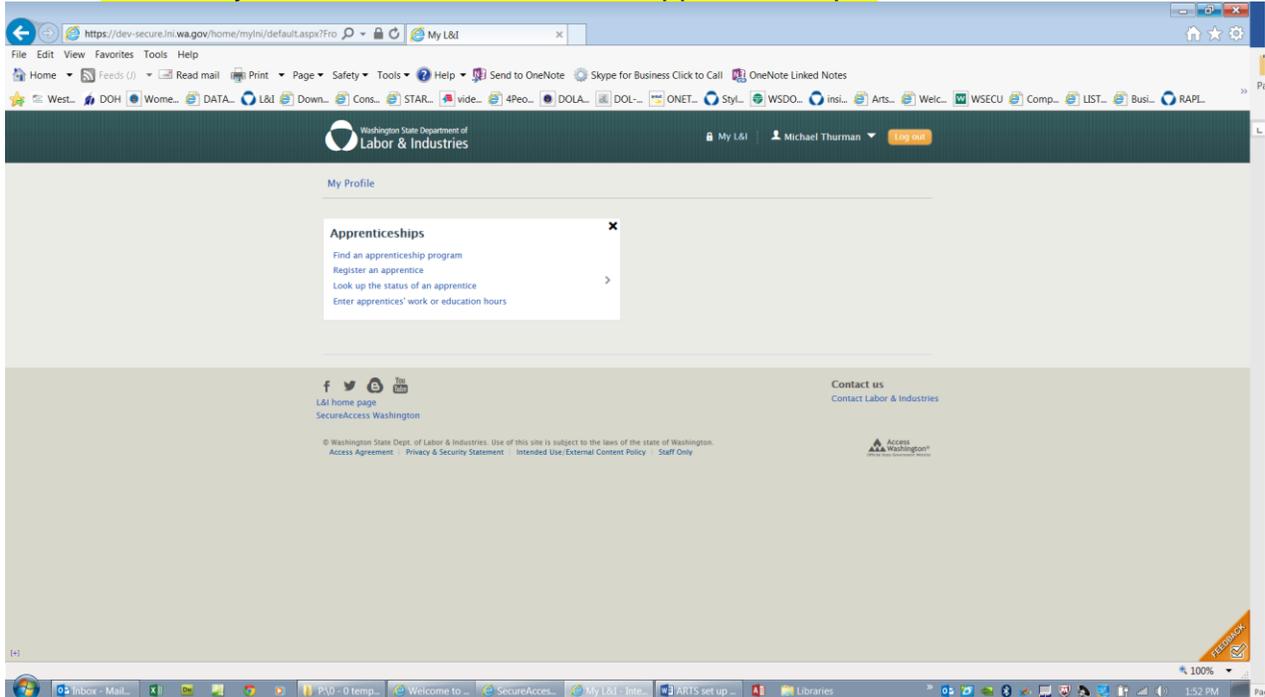


After selecting "Apprentice Tracking System (integration)" "Apply" button  
 Select "My Tasks"



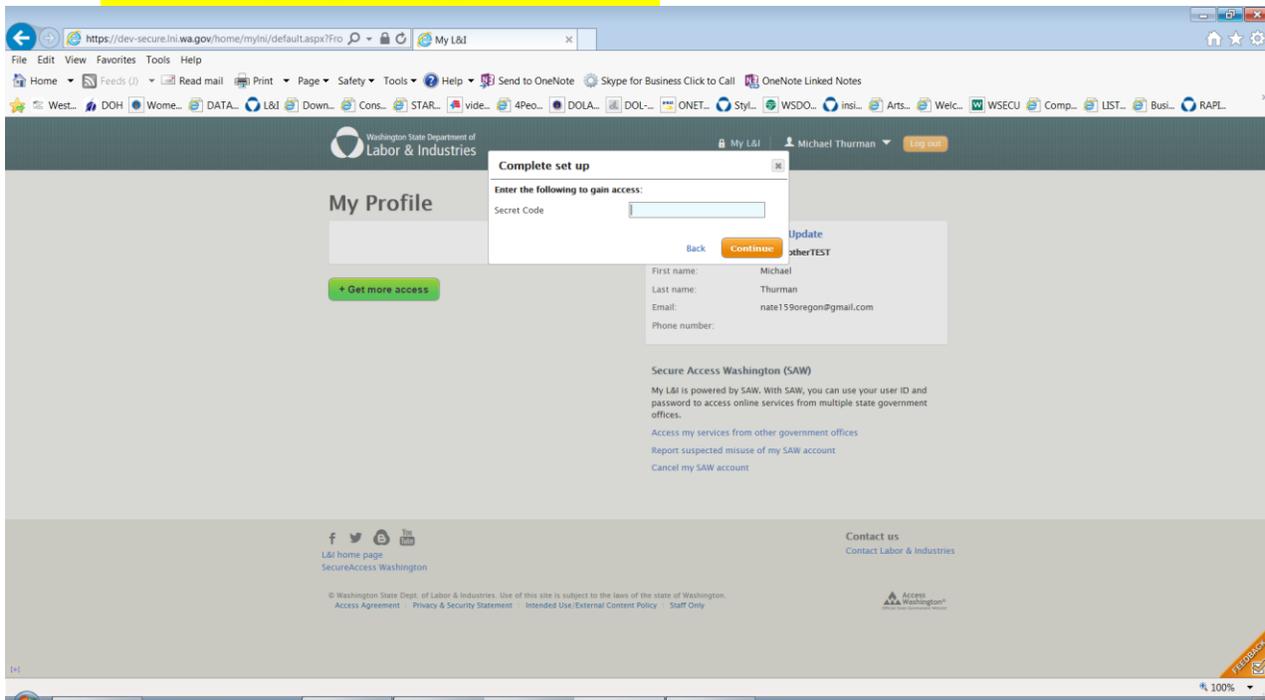
After selecting "My Tasks"

Select any of the text below the word "Apprenticeships"



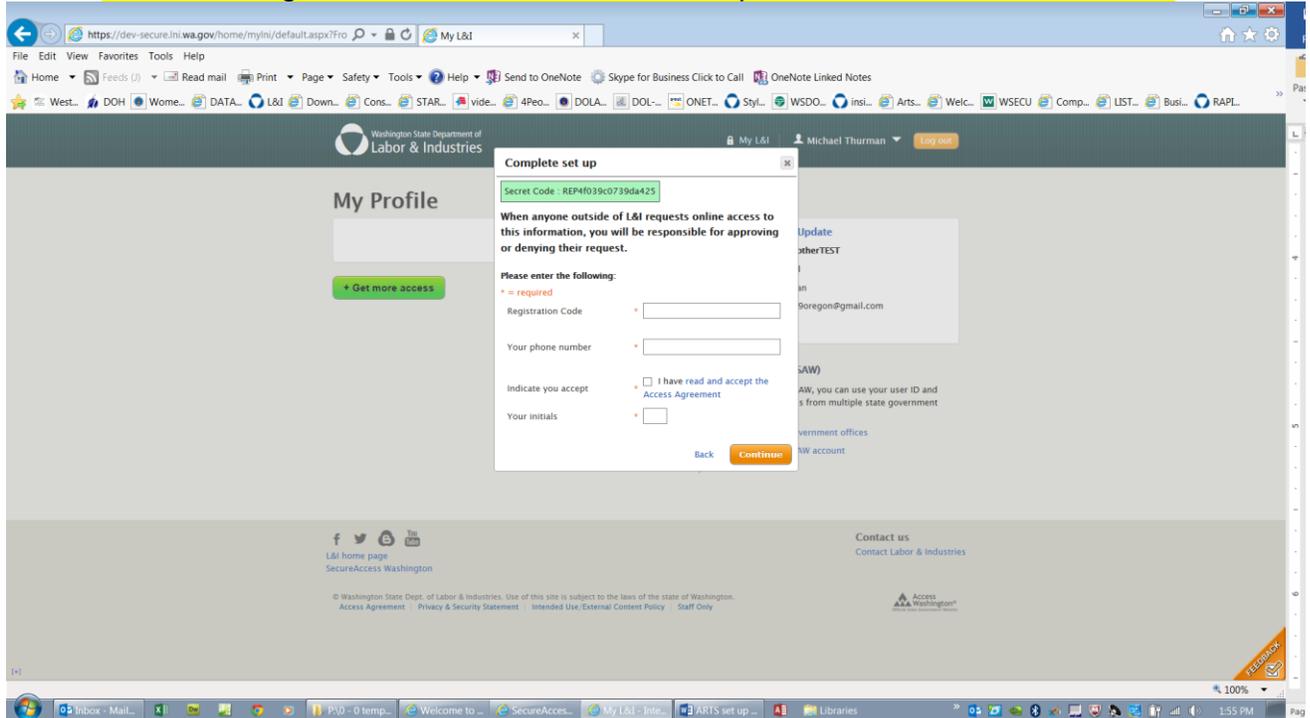
After CLICKING on any of the text below the word "Apprenticeships"

Enter the SECRET CODE and continue



After entering the "Secret Code"

Enter the Registration Code and the other required information and continue

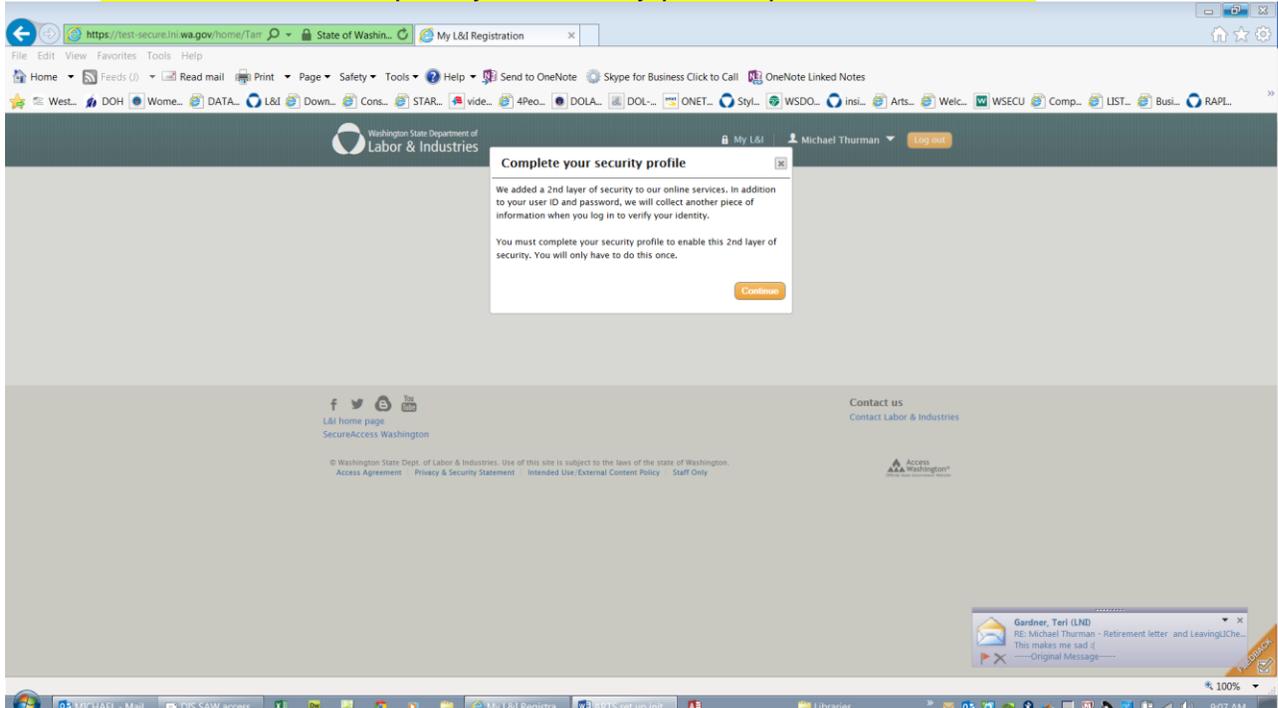


Once you have entered data in the required fields, it should come up with a menu screen that states you have successfully completed logging on.

At this time, it is recommended that you log out of Secure ARTS and then re-log on to Secure ARTS.

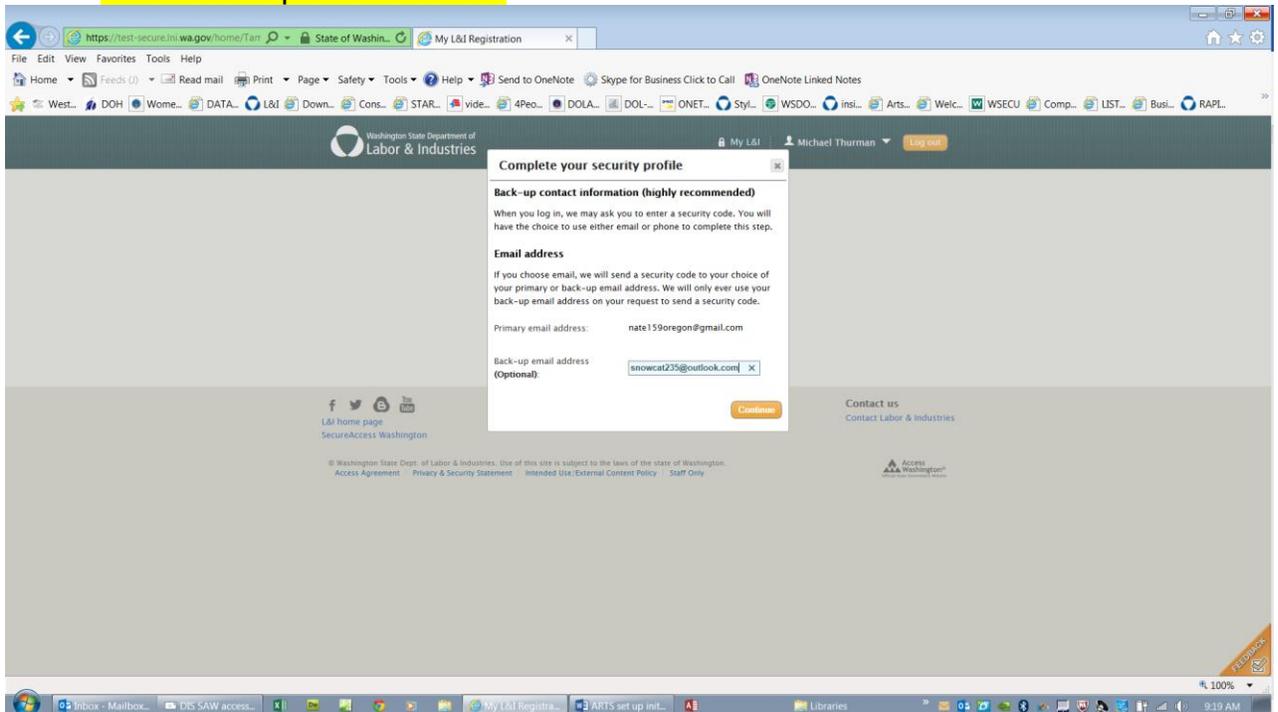
At this point - After logging off and logging back on:

You will need to complete your security profile questions and data.



1<sup>st</sup> security menu

Enter back-up email address



## 2<sup>nd</sup> Security Menu:

Enter back-up phone (recommend that 1 of the 2 numbers be your cell number so it can be used wherever you are)

Complete your security profile

**Back-up contact information (highly recommended)**

When you log in, we may ask you to enter a security code. You will have the choice to use either email or phone to complete this step.

**Phone number**

If you choose phone, we will call you at your choice of your primary or back-up phone number and ask you to enter the security code displayed on your screen. We will only ever use your back-up phone number on your request to collect the security code from you.

Primary phone: (509) 735-0119

Back-up phone (Optional): 3609708171 ext:

[Continue](#)

## 3<sup>rd</sup> security menu

Answer the questions

Complete your security profile

**Security questions (required)**

Please select and answer 3 security questions that we may use to verify your identity when you log in.

\* Question 1:  
Please select a challenge question

\* Answer:

\* Question 2:  
Please select a challenge question

\* Answer:

\* Question 3:  
Please select a challenge question

\* Answer:

[Continue](#)

## 4<sup>th</sup> security menu

### Review the information

The screenshot shows a web browser window with the URL <https://test-secure.ini.wa.gov/home/Tam>. The page title is "My L&I Registration". The browser's address bar shows "State of Washin...". The page content includes the Washington State Department of Labor & Industries logo and navigation links. A modal dialog box titled "Complete your security profile" is open, displaying the following information:

**You have successfully set up the following login information:**

**Challenge Questions**

Question 1: What is your father's middle name?  
Answer: newton

Question 2: In what city was your father born? (Enter full name of city only)  
Answer: phoenix

Question 3: In what city were you born? (Enter full name of city only)  
Answer: myrtle point

**Phone Numbers**

Primary: +1 - 5097350119  
Back-up: +1 - 3609708171

**Email Addresses**

nate159oregon@gmail.com  
snowcat235@outlook.com

**Would You Like Us to Remember this Computer?**

Yes. I plan to use this computer in the future to access my account.

No. This is a public computer or one I do not plan on using often to access my account.

Buttons: edit, Continue

## Back to MY PROFILE menu

### Select "MY TASKS"

The screenshot shows the "My Profile" page on the Washington State Department of Labor & Industries website. The URL is <https://test-secure.ini.wa.gov/home/myli>. The page title is "My L&I". The browser's address bar shows "Identified by En...". The page content includes the Washington State Department of Labor & Industries logo and navigation links. The main content area is titled "My Profile" and contains the following information:

**My Profile**

[My tasks](#)

[Get more access](#)

**My personal information** [Update](#)

User ID: 145anotherTEST  
First name: Michael  
Last name: Thurman  
Email: nate159oregon@gmail.com  
Phone number: (509) 735-0119

**Secure Access Washington (SAW)**

My L&I is powered by SAW. With SAW, you can use your user ID and password to access online services from multiple state government offices.

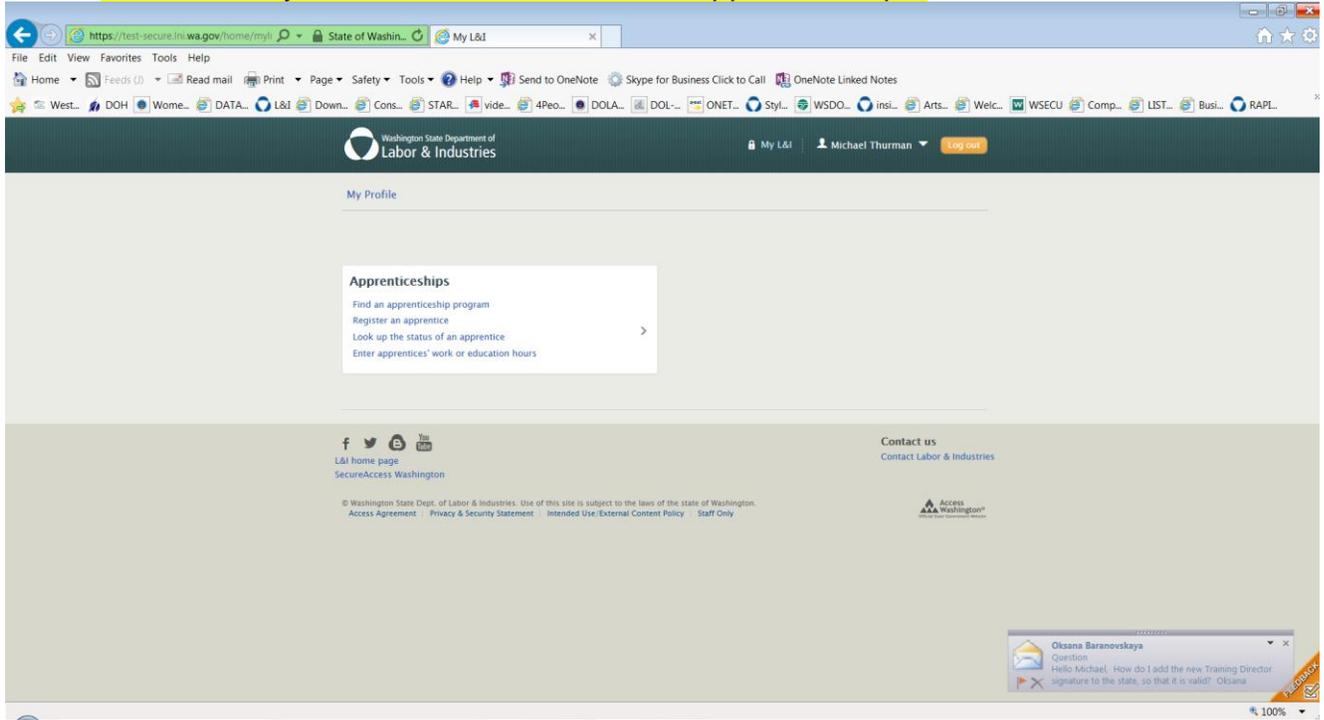
[Access my services from other government offices](#)  
[Report suspected misuse of my SAW account](#)  
[Cancel my SAW account](#)

**Contact us**  
Contact Labor & Industries

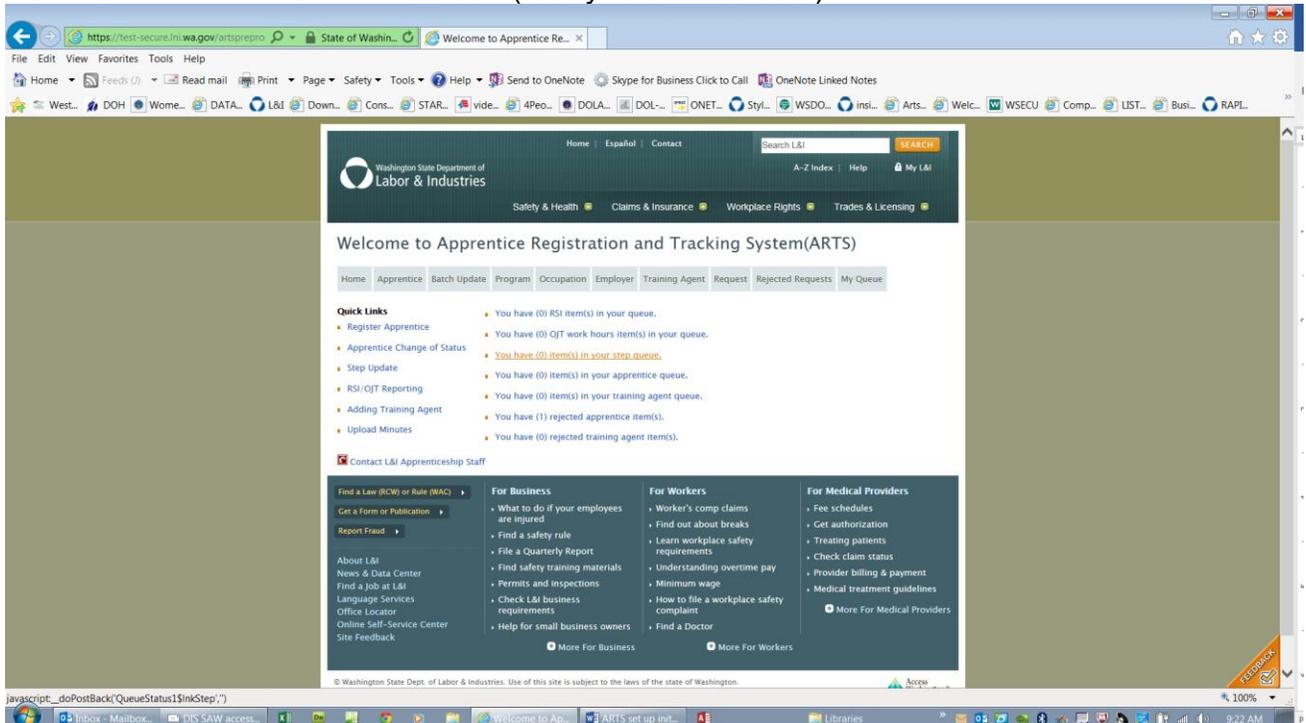
**Feedback**

Final screen after finishing the Security Menus.

**CLICK** on any of the text below the word "Apprenticeships"



AUTHORIZED REPORTER screen (ready to access data)



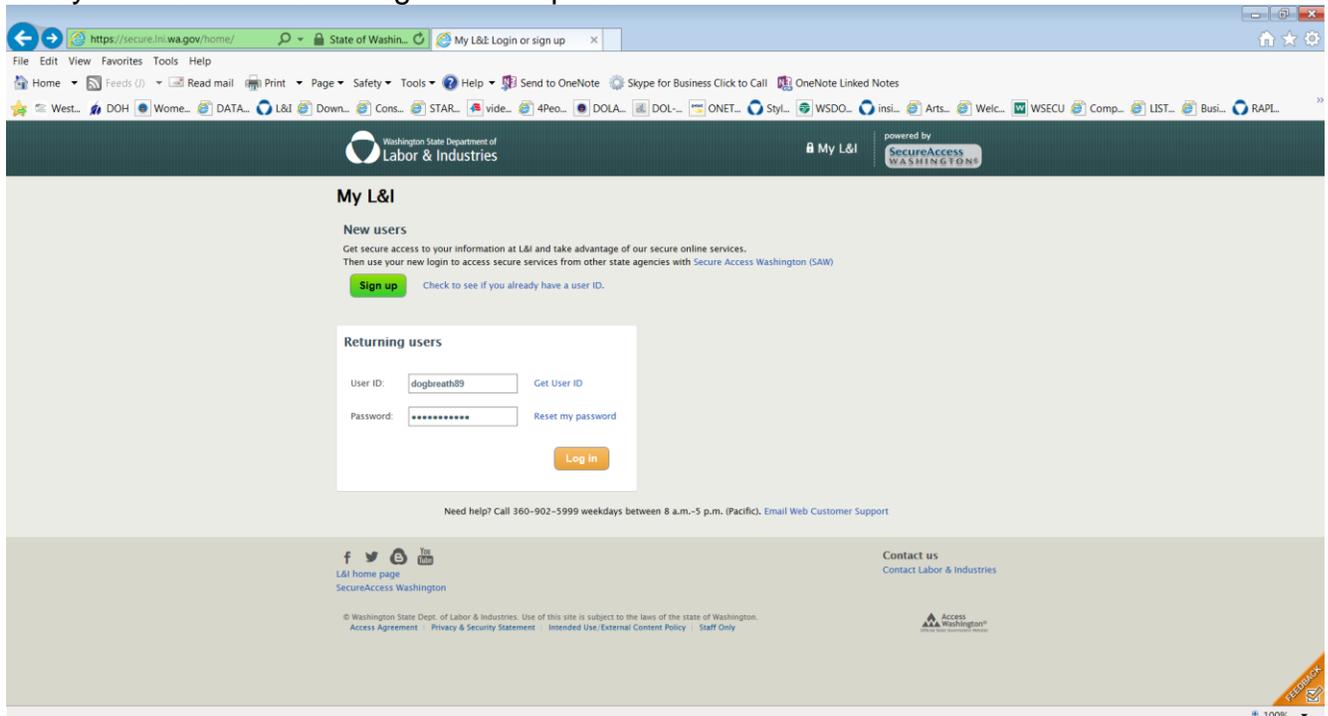
**ALTERNATE WAY OF LOGGING IN ONCE SET UP IN SAW:**

Logging on through L&I website <http://www.lni.wa.gov/>

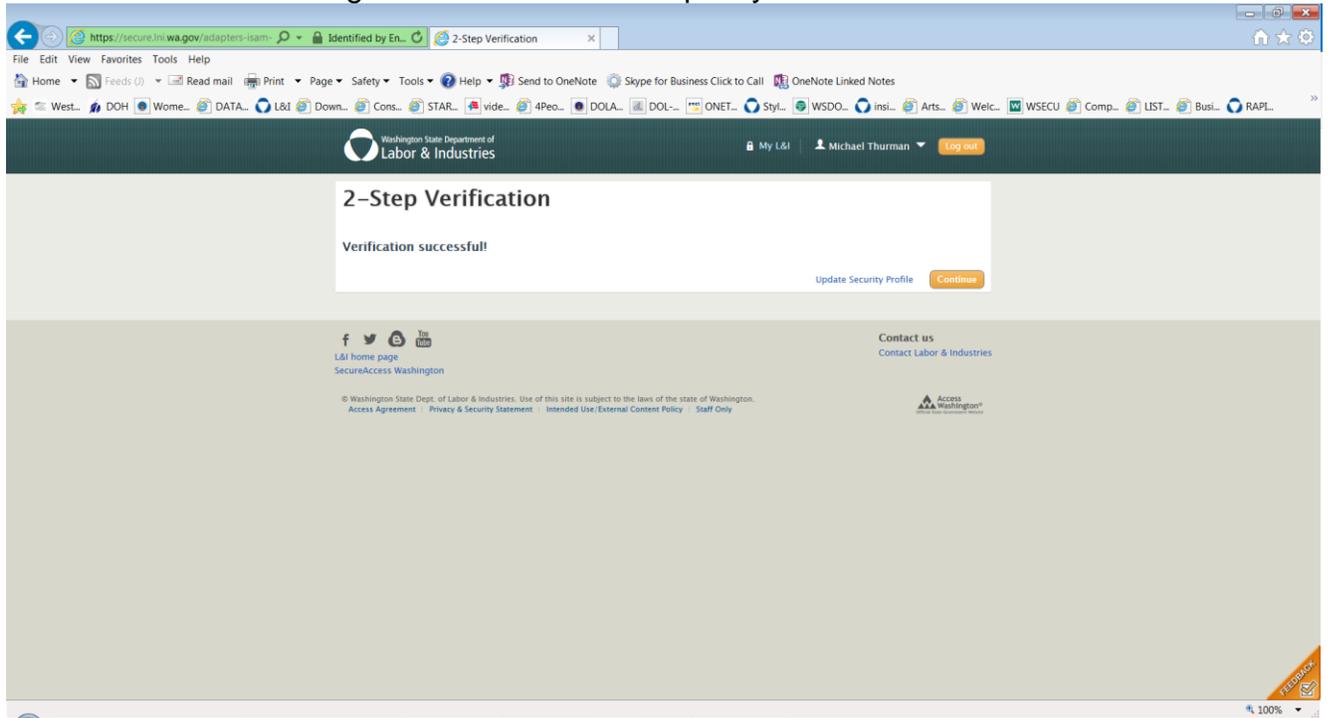
Click on “MY LNI” in top right corner of screen under the “SEARCH” button



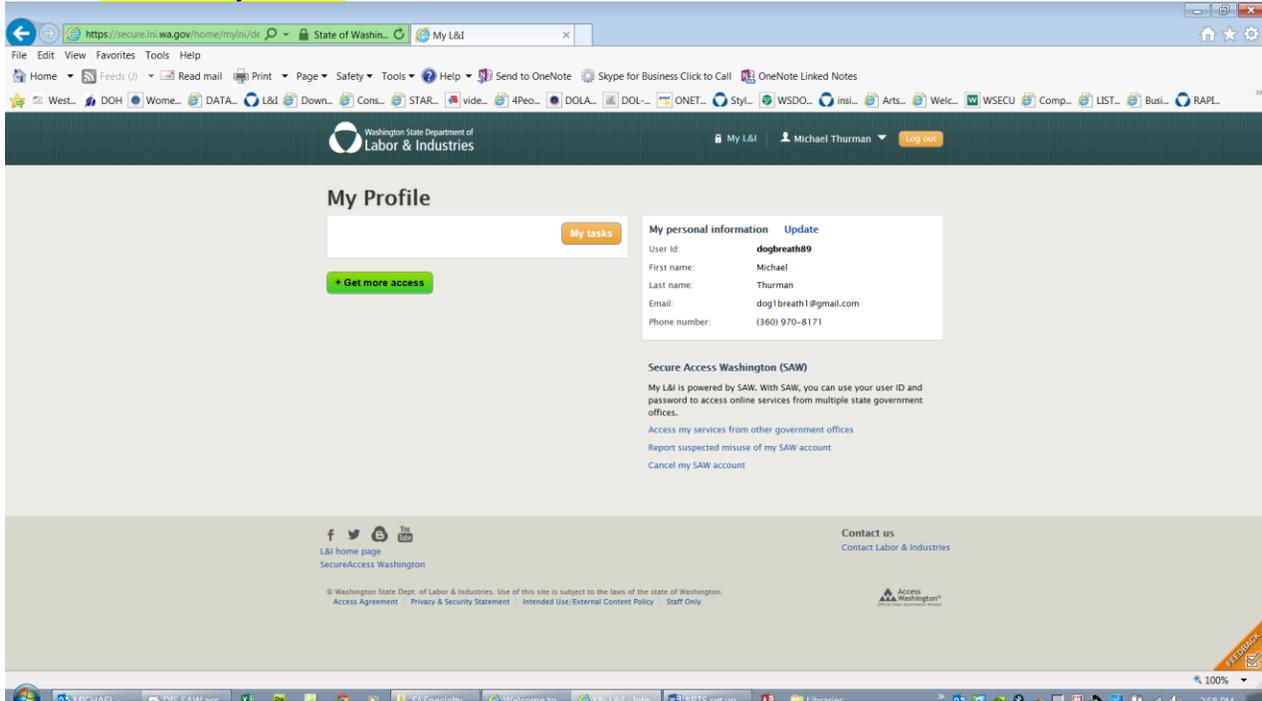
## Use your NORMAL SAW logon id and password



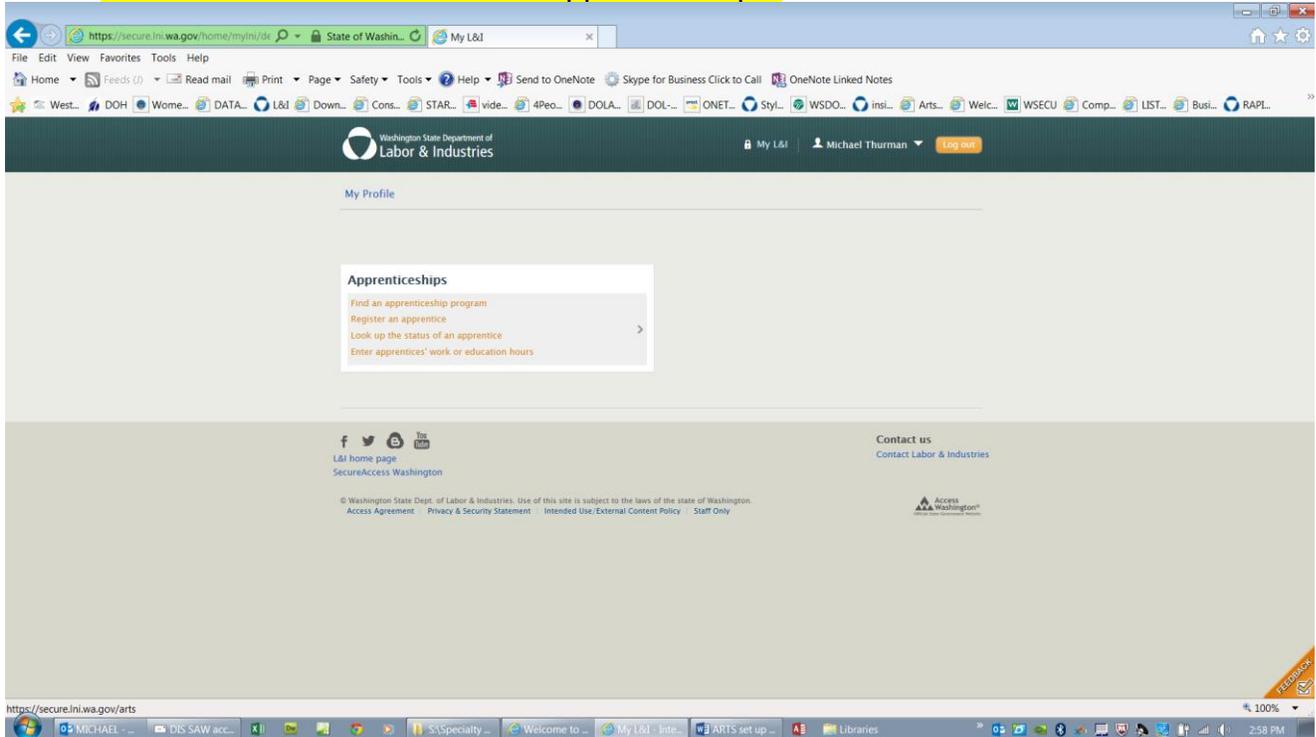
After you have submitted, you should get the following back as the system does a security check. If you are using a different computer, you may get a notice that a security code will be sent to the phone or email of your choice and you will need to enter the code to be able to log on. You will need to specify where at that time.



After completing the security process  
Select "My tasks"



After selecting "MY TASKS"  
Select the text below the word "Apprenticeships"



# Final screen after selecting the text under the word "APPRENTICESHIP"

The screenshot shows a web browser window displaying the Washington State Department of Labor & Industries (L&I) website. The URL is <https://secure.lni.wa.gov/arts/>. The page title is "Welcome to Apprentice Registration and Tracking System(ARTS)".

The page features a navigation menu with the following items: Home, Apprenticeship, Batch Update, Program, Occupation, Employer, Training Agent, Request, Rejected Requests, and My Queue. The "Apprenticeship" menu item is highlighted.

Below the navigation menu, there is a "Quick Links" section with the following items:

- Register Apprentice
- Apprenticeship Change of Status
- Step Update
- RSI/OJT Reporting
- Adding Training Agent
- Upload Minutes

Each item in the "Quick Links" section has a corresponding status message:

- You have (0) RSI item(s) in your queue.
- You have (0) OJT work hours item(s) in your queue.
- You have (111) item(s) in your step queue.
- You have (108) item(s) in your apprenticeship queue.
- You have (0) item(s) in your training agent queue.
- You have (0) rejected apprenticeship item(s).
- You have (0) rejected training agent item(s).

Below the "Quick Links" section, there is a "Contact L&I Apprenticeship Staff" link.

The page also features a "Find a Law (RCW) or Rule (WAC)" dropdown menu, which is currently set to "Get a Form or Publication". Below this menu, there are several sections of links:

- About L&I**: News & Data Center, Find a Job at L&I, Language Services, Office Locator, Online Self-Service Center, Site Feedback.
- For Business**: What to do if your employees are injured, Find a safety rule, File a Quarterly Report, Find safety training materials, Permits and inspections, Check L&I business requirements, Help for small business owners.
- For Workers**: Worker's comp claims, Find out about breaks, Learn workplace safety requirements, Understanding overtime pay, Minimum wage, How to file a workplace safety complaint, Find a Doctor.
- For Medical Providers**: Fee schedules, Get authorization, Treating patients, Check claim status, Provider billing & payment, Medical treatment guidelines, More For Medical Providers.

At the bottom of the page, there is a copyright notice: "© Washington State Dept. of Labor & Industries. Use of this site is subject to the laws of the state of Washington." and a "100%" zoom level indicator.